

Washington County

Job Description



Title:	Community Wildfire Specialist	Code:	
Division:	Administration	Effective Date:	06/10
Department:	Emergency Management	Last Revised:	
Career Serv:	FT Yes / PT No	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of duties as needed to plan, organize, and coordinate emergency preparedness and wildfire prevention within the unincorporated areas of Washington County.

Must be able to work closely and effectively with the Washington County Sheriff's Office, Washington County Public Works Department, local fire districts, Utah State Division of Forestry Fire and State Lands, local communities, and other federal and state agencies to prepare for and mitigate wildfire incidents within the unincorporated areas of the County. Responds to wildfires and a wide variety of emergency incidents and events to assist in emergency management as needed.

SUPERVISION RECEIVED

Works under the supervision of the Washington County Emergency Services Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists in the development of Community Wildfire Councils in the unincorporated areas of Washington County.

Assists Community Wildfire Councils in risk assessment, mitigation, and fire prevention education.

Gathers, updates, and provides facts, data, maps, and other relevant information to aid in the development of Community Wildfire Protection Plans.

Works to foster community involvement in creating and updating Community Wildfire Protection Plans.

Represents Washington County Emergency Services in assisting with the development and implementation of Community Wildfire Protection Plans in the unincorporated communities in the County.

Coordinates fire prevention and wildfire planning efforts with the Utah Division of Forestry, Fire and State Lands area staff.

Assists with monitoring wildfire activity in the county and provides regular reports to the Emergency Services Director.

Assists community fire services, in the unincorporated areas of Washington County, with wild land interface inspection training, conducts inspections as needed, and promotes the adoption and implementation of the Utah Wild land Interface Code.

Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - a. Graduation from college with an associate's degree in engineering, public administration, business administration, emergency service sciences or related field;

AND

- b. Two (2) years of progressively responsible work experience in a field that demonstrates an ability to work with the public in emergency response or emergency planning operations, i.e., public safety, fire, emergency preparedness, etc.;

OR

- c. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities

Knowledge of county geography and boundaries; governmental operations and procedures related to the inter-agency cooperation necessary to deal with wildfire emergencies; local wildfire management planning requirements; principles and practices of data collection, research techniques and statistical reporting. Strong knowledge of English, grammar and technical writing methods and techniques; first aid administration.

Ability to develop and maintain effective working relationships with supervisor, fellow employees, various governmental agencies, public administrators, and the media, etc.; develop effective working relationships with the public to promote wildfire safety, prevention and planning; communicate effectively, verbally and in writing; exhibit initiative and problem-solving capability in coping with emergency situations.

3. Special Qualifications

Must be NIMS trained as a first responder; possess a NWCG or Utah State Fire and Rescue Academy Wild land Firefighter Certification; and have a minimum of either an AHA, or Red Cross CPR/AED Certification and First aid certification.

4. Work Environment

Performance of duties typically occurs in a comfortable office setting with normal climate controls; occasional exposure to weather extremes or hazardous surroundings related to disaster or emergency field operations. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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